

*VDP Case Ode*  
*Disposition*

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THRU : DD/P Records Management Officer  
SSA/DD/S  
Director of Logistics

*Reviewed by*  
*11/23/60*

Changes to Records Disposition Guide in the Field and Detached Projects

- REFS : a. Memo dated 18 March 1960 from D/L to DD/P RMO  
b. Disposition Guide for Auxiliary Paper Holdings

1. Due to recent change in the Federal Records Schedule governing retention periods of procurement records, the following change may be made in the Logistics Section of the DD/P Records Disposition Guide for Field Stations and Detached Projects:

Section 16.b.(2) (Field and Detached Projects)  
Destroy after completion based on the following total monetary value:  
Up to \$2,500 - 4 years  
\$2,501 to \$24,999 - 7 years  
\$25,000 up - 11 years

2. If changes are to be made to the existing guide, we might add that the title and definition "Auxiliary Paper Holdings" does not seem to describe correctly support records which are not duplicated in the responsible Headquarters component.

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[Redacted Signature Box]

*J* JAMES A. GARRISON

CONCURRENCE:

/s/ [Redacted Signature Box]  
Chief, Audit Staff

*16 Nov 1960*  
Date

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Distribution:

- Orig - Addressee
- 1 - SSA/DD/S
- 1 - RMS
- 1 - OL File
- 1 - OL/AS/R&S
- 1 - D/L Hold

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OL/AS/R&S/[Redacted Signature Box] (8 Nov 1960)

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